



# SHARP News

## SHARP Roles Defined



**Commanders** and agency heads provide annual, one-hour HIV education to all-hands, (including new civilians during orientation) as required by SECNAV NOTICE 5300. Other groups identified at increased risk of exposure to HIV and other sexually transmitted diseases (STD) receive additional education as required by SECNAVINST 5300.30C.

**NEHC SHARP Manager**, in support of Commanders,

- provides education programs to increase HIV-STD prevention knowledge and skills, and promote behavior changes that reduce the risk of exposure
- administers the Navy HIV Instructor Course (on-line, self-study)
- notify Area Coordinators of newly registered HIV instructors within their area who successfully complete the Navy HIV Instructor Course.
- promote development of appropriate training materials
- keep instructors informed of epidemiological, medical, and administrative changes
- coordinate with research, administrative, and policy making bodies on HIV issues
- report the status of HIV/STD education to higher headquarters and the Joint Staff STD Prevention Committee.

**Area Coordinators (AC)** are assigned by **Tricare Region**. NEHC and local Commands coordinate to designate appropriate ACs. These ACs:

- support HIV trainers within their Area
- receive and distribute training materials from NEHC to HIV Trainers.
- maintain rosters of current HIV Instructors and Instructor-Trainers within their Area
- coordinate training requests between commands and available instructors as needed, e.g., providing instructor names and phone numbers
- report the number of classes conducted and participants attending these classes to the NEHC SHARP Director on a quarterly basis
- ACs may also be certified instructor-trainers or instructors

### **Instructor-Trainers (IT)**

- teach prospective instructors as needed and as requested by commands, using the American Red Cross (ARC) HIV Instructor program (or other NEHC-approved method) to train new instructors
- provide the AC with names and contact information of new instructors
- assist in the certification of instructors as ITs.

### **Registered Instructors**

- use approved lesson plans to discuss factual information about HIV/STD to increase skills and promote behavior changes that decrease risks
- report workload data to their AC after each class (command/unit/or group name, number of personnel attending, and date of class)

***“Chart a Safe Course”***

**Sexual Health and Responsibility Program (SHARP)**

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